

**DUTY STATEMENT**

<b>Classification:</b> Office Technician (Typing)	<b>Position No.</b> 6100-1139-805
<b>CBID:</b> R04	<b>Office:</b> Emerging Fuels & Technologies
<b>Date Prepared:</b> January 18, 2009	<b>Division:</b> Fuels and Transportation
<b>KEY: (E) IS ESSENTIAL, (M) IS MARGINAL</b>	

Under the general direction of the Office Manager, the incumbent will provide clerical support for the Office Manager and the Emerging Fuels and Technologies Office program staff. Primary support will be assisting the Office Manager with the operation and performance of administrative and technical tasks relevant to the projects and programs assigned to the Emerging Fuels and Technologies Office Fossil Fuels Office. The incumbent must consistently demonstrate a high degree of initiative, independence, and originality in performing general office duties.

**WORKING CONDITIONS:** The work is performed in an indoor office environment. Additional hours beyond an eight-hour workday or forty-hour workweek may occasionally be required. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment, using a personal computer and appropriate Energy Commission software such as word processing, electronic mail and Internet browsers.

### **DUTIES AND RESPONSIBILITIES:**

- 45% Provide clerical support to the Office Manager for the projects and programs assigned to the Emerging Fuels and Technologies Office. The incumbent independently composes correspondence for the Office Manager's signature on a wide range of subjects requiring a thorough knowledge of the procedures and policies of the division; screens and arranges in priority order incoming correspondence, referring to the appropriate staff member for reply, and following up to ensure that deadlines are met; maintains extensive appointment calendar for meetings, hearings, speaking engagements, and where appropriate prepare agendas. Reviews and edits outgoing correspondence prepared by other staff members for the Office Manager's signature for consistency with administrative policy as well as for understandability, format, grammatical construction, and clerical error. Makes all travel arrangements for in-state and out-of-state travel, prepares all necessary documents including travel justifications within established state guidelines and travel expense reports. Relieves the Office Manager of routine office details and maintains confidential and administrative files. (E)
- 30% Provide clerical and computer support to 20 – 25 professional staff within the Emerging Fuels and Technologies Office. The incumbent types technical reports, charts, letters, and memorandum from material received as a verbal request, raw data or keyed information using word processing software on an IBM compatible personal computer; reviews and edits all correspondence for consistency with format, content, and grammatical construction; formats, proofs, edits, and makes corrections in spelling, grammar, and

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punctuation on all assignments; maintains information stored on either the personal computer hard disk or on floppy disks; ensures that established Commission policies and procedures are followed in the preparation, review and approval of all written material prepared by staff; and coordinates all travel arrangements of technical staff using established state guidelines; prepares all necessary documents; makes airline, lodging, and rental car reservations; and assists staff in completing travel expense claims in a timely manner. (E)

- 10% Work as a member of a team with other clerical support staff in assisting in the operation and performance of administrative and technical tasks relevant to the projects and programs assigned to the Fuels and Transportation Division; deal effectively and tactfully on the telephone or in person with a wide variety of public, state, and local contacts; and provides answers to general questions using personal familiarity with the office's programs, or when appropriate refer inquiries for specific technical information to appropriate staff. (E)
- 5% The incumbent will keep the Emerging Fuels & Technologies Office staff informed on new or reviewed procedures or policies. It is the responsibility of the Office Technician to quickly disseminate any State, Commission, Division, or Office change in procedures or policies to all office staff. Prepare and modify, as needed a procedure manual for reference by all office staff. (E)
- 5% Perform timekeeper functions for the office and inform staff of any changes in State or Commission policies or procedures. The incumbent also maintains a computer data base of leave credits for all staff in the office and provides support services to the Office Manager and Supervisors in processing various personnel documents. (E)
- 5% Perform other duties as required consistent with the specifications of this classification. (M)

SIGNATURES	
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position	
<div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> <span>VACANT</span> <span>Date</span> </div> <div>Office Technician</div>	<div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> <span>CHARLES MIZUTANI</span> <span>Date</span> </div> <div>Office Manager II, CEC</div>